



PERMIT CENTER  
2263 Santa Clara Avenue, Room 190  
Alameda, CA 94501-4400  
(510) 747-6800

**SPECIAL EVENT PERMIT**  
**FOR**  
**BANNERS**

**(ALLOW TEN WORKING DAYS TO PROCESS PERMIT)**

Attached is an application form for authorization to temporarily encroach into the Public Right-Of-Way. Included with this application is a list of general conditions which may or may not apply to your activity. Please review these conditions along with the application and **answer all questions completely**. Please call 510-747-6800 if you have any questions.

1. Complete the **attached application** form using Blue or Black Ink only.
2. Hanging of Banners takes place Tuesday through Thursday and is **limited to 2 weeks consecutively**.
3. **Separate applications** are required for **each location**.
4. **Certificate of Insurance** and an **Endorsement for General Liability Coverage** naming the City of Alameda as an Additional Insured in the amount of \$1 million for the duration of the activity. (see attached examples).
5. **Application fee of \$ 269.76**

Return your completed application along with the items listed above to the Planning & Building Department, 2263 Santa Clara Avenue, Room 190, Alameda, CA 94501 (8:00am – 4:00pm Monday-Friday except Thursdays 8:00am – 3:00pm).

A Permit Technician will receive all your material for submittal, collect the application fees and forward your application to the Risk Manager.

Once the Banner Permit is **Approved by the Risk Manager**, a Permit Technician will contact you that your permit has been approved and issued. The banner(s) needs to be taken **one week prior to your hanging date** to our **Maintenance Service Center at 1616 Fortmann Way**. It is also mandatory to **pick-up your banner within two weeks of the take down time** or Maintenance will not be held responsible. Please call 510-747-7900 to make an appointment to pick-up your banner.